

Agency-wide File Structure

Agency File Code			Title
Function	No.	Item	
1			Services for Citizens
104			Disaster Management
104-008			Disaster Preparedness and Planning
104-008-01			EPA Emergency Prevention
	092		Spill Prevention Control and Countermeasure (SPCC) Facility Plans
	a		Record copy
104-008-02			EPA Emergency Preparedness
	044		Risk Management Plan (RMP) Implementation Records
	a		Record copy
	047		System for Risk Management Plans (SRMP)
	a		Electronic software program
	b		Input
	c		Electronic data (RMP*Maintain) Executive Summary
	d		(RMP*Maintain) Data
	e		(RMP*Maintain) Graphics
	f		(RMP*Review) Audit and User-Defined Data
	g		All other data
	i		Supporting documentation
	048		EPCRA Trade Secret Files
	a		Record copy
	093		Oil Removal Contingency Plans
	a		Record copy
	222		Radiological Emergency Planning
	a		Record copy
	490		Emergency Planning Program For Radiological Incidents
	a		Record copy
	491		Protective Action Planning Manual - Work Files
	a		Record copy
104-010			Emergency Response
	060		Emergency Response Notification System (ERNS)
	a		Electronic software programs
	c		Electronic data
	e		Supporting documentation
	061		Continuous Release Emergency Response Notification System (CR-ERNS)
	a		CR-ERNS electronic software program
	c		Electronic data
	e		Supporting documentation
104-010-01			Natural Disaster Response
	233		Disaster Response
	a(1)		Presidential declared major disasters - Nonelectronic
	a(2)		Presidential declared major disasters - Electronic
	b		Other Presidential declared emergencies
	c		Local EPA emergencies
104-010-02			Anthropogenic Spills and Incidents Response
	086		National Contingency Plan (NCP) Product Files

Agency File Code			Title
Function	No.	Item	
108	a		Record copy
			Environmental Management
	005		Special Studies
	a		Record copy
	099		Pilot Projects
	a		Record copy
	720		EPIC Aerial Photographs
	a(1)		Photographic collection - Nonelectronic
	a(2)		Photographic collection - Electronic
	b(1)		Analytical reports - Nonelectronic
	b(2)		Analytical reports - Electronic
	c(1)		Indexes - Nonelectronic
	c(2)		Indexes - Electronic
108-023			Environmental Monitoring and Forecasting
442		Crandon Mine	
a		Crandon Project Team Coordinator Subject Files	
b		Crandon Mining Company, Environmental Impact Report and Addendum	
c		Records from Waste Management Permit Branch	
d		Freedom of Information Act (FOIA) Request Files	
e		Studies and Reports from WDNR	
f		Hydrological Simulation Program FORTRAN Development Files	
g(1)		Hydrological Simulation FORTRAN Model Program	
g(2)		Hydrological Simulation Program FORTRAN Database	
h		Crandon Mine Web Site Snapshot	
475		Radiation and Indoor Environments Laboratory Information Management System (R&IE LIMS)	
a		Electronic software program	
c		Electronic data	
e		System documentation	
744		Beach Advisory and Closing On-line Notification (BEACON)	
a		Electronic software program	
b		Input	
c		Electronic data	
108-023-01			Air Monitoring and Forecasting
002		Emissions Inventory System (EIS)	
a		Electronic software program	
c		Electronic data	
e		System documentation	
242		Clean Air Status and Trends Network (CASTNET)	
a		Electronic software program	
c		Electronic data	
e		System documentation	
494		Trends Report (TRRP)	
a		Electronic software program	
c		Electronic data	
495		RadNet	
a		Electronic software program	
c		Electronic data	
e		System documentation	

Agency File Code			Title
Function	No.	Item	
	496		Air Quality System (AQS)
		a	Electronic software program
		c	Electronic data
		e	System documentation
108-023-02			Water Monitoring and Forecasting
	238		New York Bight Water Quality Helicopter Monitoring System (R2NY-BIGHT)
		a	Electronic software program
		c	Electronic Data
	239		U.S. Virgin Island Ambient Monitoring Survey (VI-SURVEY)
		a	Electronic system software
		c	Electronic data
	368		Ocean Data Evaluation System (ODES)
		a	Electronic software program
		c	Electronic data
		e	Supporting documentation
	400		Storage and Retrieval of Water Quality Information (STORET)
		a	Electronic software program
		b	Input
		c	Electronic data
		e	Supporting documentation
	446		The Waterbody System (WBS)
		a	Electronic software program
		c	Electronic data
		e	Supporting documentation
108-024			Environmental Remediation
	050		Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS)
		a	Electronic software program
		c	Electronic data
		e	System documentation
108-024-01			Site and Area Evaluation and Cleanup
	010		Site Assessment
		a	No further remedial action planned sites (NFRAPs)
		d(2)	Sites not yet assigned to the NPL or NFRAP - After NPL determination
		d(3)	Sites not yet assigned to the NPL or NFRAP - After removal determination
		e	Brownfields sites
	018		Sampling and Analytical Data Files - Superfund Site-Specific
		a	Current files
		b	Purge files
		c	HQ and Sample Management Office (SMO) files
		d	EMSL/LV lab performance evaluation files
		e	Regional lab records that include in-house sampling
	019		Administrative Records - Superfund Site-Specific
		a(1)	Record copy - Nonelectronic
		a(2)	Record copy - Electronic
	084		Case-Specific Decisions on Indemnification Requests from States for Response Action Contractors (RACs)
		a	Indemnifications with a specified time limit
	085		Administrative Decision Records

Agency File Code			Title
Function	No.	Item	
	a		Record copy
108-024-01-01			Perform Removals
	013		Removal Records - Superfund Site-Specific
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	481		Removal Records - Oil Spill Site-Specific
	a		Record copy
108-024-01-02			Clean Up Contaminated Land
	014		Remedial Site Files - Superfund Site-Specific
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
108-024-01-03			Federal Facilities Restoration
	015		Formerly Used Defense Sites (FUDS)
	a		Record copy
108-025			Pollution Prevention and Control
	223		Sampling and Analytical Data Files
	a		Record copy
108-025-01			Manage Air Quality
108-025-01-01			Manage State and Local Air Quality
	216		Air Quality Management Files
	a		Record copy
	217		State, Tribal and Federal Implementation Plans
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	b		Other copies
	237		State and Local Agency Air Monitoring File
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	486		Inspection and Maintenance
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	746		Stationary Source Audit Program (SSAP)
	a		Electronic software program
	c		Electronic data
	747		RACT/BACT/LAER Clearinghouse (RBLC)
	a		Electronic software program
	c		Electronic data
108-025-01-01-02			Manage Mobile Air Pollution Sources
	101		Imported Nonconforming Motor Vehicle Case Files
	a		Record copy
	158		Fuel Reporting System (DCFuels)
	a		Electronic software program
	c		Electronic data - registration
	d		Electronic data - compliance reporting
	218		Transportation Plans
	a		Transportation control plans
	b		Transportation conformity determinations
	482		Certification Records

Agency File Code			Title
Function	No.	Item	
	a		Record copy
	483		Ann Arbor Recall and In-Use Testing Records
	a		Record copy
	484		Data Records
	a		Record copy
	485		Vehicles and Engines Compliance Information Systems
	a		Electronic software system
	c		Electronic data
	e		Systems documentation
	493		Ann Arbor In-Use Test Data System (IUTD)
	a		Electronic software program
	c		Electronic data
	498		Emission Factors Program (EFP) Test Records
	a		Record copy
108-025-01-02			Manage Air Toxics Sources
	228		CFC Certificates
	a		Record copy
108-025-01-03			Manage Indoor Air Quality
	219		Radon Action Files
	a		Record copy
108-025-01-04			Manage Radiation
	220		NESHAPS Radiation Facility and Site Files
	a		Department of Energy NESHAPS reports
	b		Other federal NESHAPS reports
	c		Non-federal documentation
	464		Certification of Waste Isolation Pilot Plant (WIPP)
	a		Record copy
	489		Advanced Technology Problem Area Projects Files
	a		Record copy
108-025-01-07			Implement Clean Air Allowance Trading
	041		Clean Air Markets Division Business System (CAMDBS)
	a		Electronic software programs
	b		Input
	c		Electronic data - source management data
	d		Electronic data - allowance tracking data
	e		Electronic data - emissions tracking data
	g		Supporting documentation
108-025-02			Manage Water Quality
	213		Water Quality Planning and Management Files
	a(1)		Final plans and annual and biennial reports - Nonelectronic
	a(2)		Final plans and annual and biennial reports - Electronic
	b		Supporting files
	411		Accident and Incident Summary Reports
	a		Record copy
	412		State Water Standards Files
	a(1)		Standards, initial development, 1965-1974 - Nonelectronic
	a(2)		Standards, initial development, 1965-1974 - Electronic
	b		Standards, continuation, 1975-forward
	c(1)		History - Nonelectronic

Agency File Code			Title
Function	No.	Item	
	c(2)	History - Electronic	
	d(1)	Letters from state governors on development and adoption of water standards, 1967-1971 - Nonelectronic	
	d(2)	Letters from state governors on development and adoption of water standards, 1967-1971 - Electronic	
429		State 305(b) Water Quality Reports	
	a	Record copy	
449		Alternate Test Procedure Applications	
	a(1)(a)	Approval of proposed method recommended and proposed method recommended as an acceptable version of a previously approved method - Nonelectronic	
	a(1)(b)	Approval of proposed method recommended and proposed method recommended as an acceptable version of a previously approved method - Electronic	
	a(2)	Disapproval of proposed method recommended	
	a(3)	Application defaulted by applicant	
	a(4)	Application not within EPA jurisdiction (parameter not regulated)	
	b	Non-radionuclide methods developed for limited use in NPDWR monitoring	
	c	Master list of approved alternative test procedures for NPDES and NPDWR generated every six months	
750		Water Quality Standards Database (WQSDB)	
	a	Electronic software program	
	b	Input	
	c	Electronic data - Record copy	
	d	Electronic copy of records transferred to the National Archives	
	f	System documentation	
108-025-02-02		Manage Point Sources of Water Pollution	
426		Regional Inventory - Municipal Waste Facilities (A Cooperative State Report)	
	a(1)(a)	Regional inventory - Nonelectronic	
	a(1)(b)	Regional inventory - Electronic	
	b(1)(a)	Statistical summary - Nonelectronic	
	b(1)(b)	Statistical summary - Electronic	
444		Industrial Facilities Discharge (IFD) File	
	a	Electronic software program	
	c	Electronic data	
	e	Supporting documentation	
108-025-02-02-01		Develop Effluent Guidelines	
414		Effluent Guidelines Studies (EFG)	
	a(1)	Completed studies - Nonelectronic	
	a(2)	Completed studies - Electronic	
	b	Supporting documentation	
108-025-02-02-02		Issue Water Discharge Permits	
419		Permit Compliance System (PCS)	
	a	Electronic software program	
	c	Electronic data	
	e	System documentation	
108-025-02-03		Manage Non-Point Sources of Water Pollution	
514		404 Program File	
	a(1)	Record copy - Nonelectronic	
	a(2)	Record copy - Electronic	
108-025-02-04		Manage Watersheds	

Agency File Code			Title
Function	No.	Item	
	405		Clean Watersheds Needs Survey (CWNS)
		a	CWNS program file
		b(1)	Final report to Congress - Nonelectronic
		b(2)	Final report to Congress - Electronic
		c	Questionnaires
		d	Database and database documentation
	428		Annual Report - Fish Kills
		a(1)	Record copy - Nonelectronic
		a(2)	Record copy - Electronic
108-025-03			Ensure Safe Drinking Water
	212		Sole Source Aquifer Files
		a(1)	Record copy - Nonelectronic
		a(2)	Record copy - Electronic
	214		Drinking Water Management and Direct Implementation Files
		a	Record copy
108-025-03-01			Underground Injection Control
	234		Underground Injection Control Databases
		a	Electronic software program
		c	Electronic data
		e	Supporting documentation
	443		Hazardous Waste Injection Well Database
		a	Electronic software program
		c	Electronic data
		e	Supporting documentation
108-025-03-02			Management of Public Water Systems
	253		Safe Drinking Water Accession and Review System (SDWARS)
		a	Electronic software program
		b	Input
		c(1)	Electronic data - Record copy
		e	Implementation files
		f	System documentation
	401		Safe Drinking Water Information System - State Version (SDWIS/STATE)
		a	Electronic software program
		b	Input
		c	Electronic data
		e	Supporting documentation
	413		SDWIS/Operational Data System (SDWIS/ODS)
		a	Electronic software program
		b	Input
		c	Electronic data
		e	System documentation
	436		National Contaminant Occurrence Database (NCOD)
		a	Electronic software program
		b	Input
		c	Electronic data
	741		Laboratory Approval and Analytical Method Development Supporting Direct Implementation of Drinking Water Regulations
		a(1)	Lab approval program and method development - Nonelectronic
		a(2)	Lab approval program and method development - Electronic
		b	Project workpapers and administrative correspondence

Agency File Code			Title
Function	No.	Item	
108-025-03-02-01			Develop Drinking Water Standards
	434		Additives Files
	a		Record copy
108-025-04			Manage Risks from Underground Tanks
	215		Underground Storage Tanks Site and Facility Files
	a		Record copy
108-025-05			Manage Risks from Wastes
	012		Federal Agency Hazardous Waste Compliance Site Files (Federal Facilities Files)
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	091		CERCLA Section 103 Notifications
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	201		RCRA Solid Waste Management Plans
	a		Record copy
	256		Import and Export Notifications
	a		Record copy
	257		National RCRA Information System (RCRAInfo)
	a		Electronic software program
	c		Electronic data
	d		Output and reports - Biennial report
	f		System documentation
	478		RCRA Generators, Transporters, and TSD Facilities Files
	a(1)		RCRA land disposal permits - Nonelectronic
	a(2)		RCRA land disposal permits - Electronic
	b		Other permits for generators, transporters, and TSD facilities
108-025-06			Manage Environmental Risk from Substances
	739		OPPTS Scientific Project Files
	a		Study formulation and approval
	b		Equipment maintenance, calibration, and inspection
108-025-06-01			Ensure Safe Use of Pesticides
	157		Chemical Reviews
	a		Record copy
	225		Pesticides Facilities Files
	a		Record copy
	226		Pesticides Imports Files
	a		Record copy
	264		Section Seven Tracking (SSTS)
	a		Electronic software program
	b(1)		Input - Paper
	b(2)		Input - Electronic
	c		Electronic data
	e		System documentation
	277		Pesticide Producing Establishments Reports
	a		Record copy
	314		State Plans for Applicator Certification
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic

Agency File Code			Title
Function	No.	Item	
	315		Pesticides Registration Documents
	a		Registration jackets
	b		Experimental use product jackets (EUPs)
	c(1)(a)		Established tolerances - Pesticide tolerance petition jackets - Nonelectronic
	c(1)(b)		Established tolerances - Pesticide tolerance petition jackets - Electronic
	c(2)		Established limited or temporary tolerances - Pesticide tolerance petition jackets
	c(3)		Inactive tolerances - Pesticide tolerance petition jackets
	d		24c application by state
	316		Novel Microbial Pesticide (NMP) Files
	a		Record copy
	317		Emergency Exemption Jackets (Section 18s)
	a		Record copy
	318		Bulletins Live
	a		Electronic software program
	c		Electronic data - Bulletins
	d		Electronic data - County maps
	f		System documentation - Bulletins
	319		Notice of Supplemental Distribution of a Registered Product
	a		Record copy
	320		Pesticide Chemical Inert Ingredient Master File
	a		Record copy
	321		Indemnification Files (Administrative Claims Files)
	a		Record copy
	b		PC-based tracking system
	324		Special Review Files
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	325		Reregistration Fees Case Files
	a		Record copy
	326		Reregistration Eligibility Decision (RED) Case File
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	327		Company Name and Address Correspondence File
	a		Record copy
	329		Pesticide Registration Information System (PRISM)
	a		Electronic software program
	c		Registration and reregistration review data and documents
	f		Reference and information tracking databases
	h		System documentation
	335		Pesticide Document Management System (PDMS): Registrant Registered Studies
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	337		Laboratory Test Reports and Supporting Documentation
	a		Record copy
	339		Test Method Evaluation Records
	a		Methods reports, methods and essential laboratory raw data
	b		Non-essential supporting documentation
	348		Pesticide Usage Survey Data and Documentation

Agency File Code			Title
Function	No.	Item	
		a(1)	Final reports - Nonelectronic
		a(2)	Final reports - Electronic
		b	Data and documentation for studies completed before 1987
		c	Data and documentation for studies completed in 1987 and after
		d	Contract implementation and administration records
	349		Pesticide Product Information System (PPIS)
		b	Tapes and disks
	350		Export Notices of Unregistered Pesticides
		a	Record copy
	351		Requests for EPA Company Number
		a	Record copy
	352		Pesticide Incident Data System
		a	Electronic software program
		b	Electronic data for Incident Data System (IDS)
		c	Source documents (reports)
		f	System documentation
	354		State/Federal FIFRA Issues Research and Evaluation Group (SFFIREG) Files
		a	Record copy
	357		Pesticide Registration Maintenance Fee Records
		a	Certified mailing green card receipts
		b	Telephone logs
		c	Fee response database
	361		Scientific Data Reviews
		a(1)	Record copy - Nonelectronic
		a(2)	Record copy - Electronic
	362		Company Transfer Correspondence File
		a	Record copy
	363		Pesticide Product Label System (PPLS)
		a	Record copy prior to 1996
		b	Record copy after 1996
	364		Special Accident Investigations and Case Studies
		a(1)	Record copy - Nonelectronic
		a(2)	Record copy - Electronic
	365		Reregistration Case Files
		a	Record copy
	366		Label Use Information System (LUIS)
		a	Electronic software system
		c	Electronic data
		e	System documentation
108-025-06-02			Manage Toxic Substances
	153		TRI Processing System (TRIPS)
		a	Input - Electronic submissions with electronic signatures and electronic data extracted from paper submissions
		b	Input - Paper submissions
		c	Trade secret claims
		d	Trade secret claims - Tracking system (Automated Ledger Function (ALF))
		e	TRIPS electronic software program
		f	TRIPS electronic data
		h	TRIPS system documentation

Agency File Code			Title
Function	No.	Item	
	227		Toxic Substances Files
	a		Record copy
	241		High Production Volume Information System (HPVIS)
	a		Electronic software program
	c		Electronic data
	247		TSCA Section 6 Regulation of Hazardous Chemical Substances and Mixtures Files
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	248		TSCA Section 13 Imports
	a		Record copy
	260		TSCA Section 21 Citizens Petitions
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	261		TSCA Section 5 New Chemical Files
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	262		TSCA Section 4 Chemical Test Program Results
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	273		Chemical Update System (CUS)
	a		Electronic software program
	c		Electronic data
	e		System documentation
	292		TSCA Section 12(b) Notice of Export Files
	a		Original notice documents
	b		Tracking and control records
	c		Supporting information
	295		TSCA Administrative Tracking and Control Records
	a		Maintained as a separate file and containing significant information for determining location and custodian of CBI material
	b		Maintained as a separate file and containing no significant information
	296		TSCA Section 5 Biotechnology Files
	a(1)		Promulgation of final rule - Nonelectronic
	a(2)		Promulgation of final rule - Electronic
	b(1)		Pending promulgation of final rule - Nonelectronic
	b(2)		Pending promulgation of final rule - Electronic
	371		TSCA Chemical Inventory File
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	372		TSCA Section 8 Information and Reporting Files
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	373		Toxic Substances Control Act Test Submissions (TSCATS)
	a		Electronic software system
	c		Electronic data
	e		System documentation
108-025-07			Prevent Pollution
	229		Rapid Tax Amortization Files
	a		Record copy

Agency File Code			Title
Function	No.	Item	
108-025-08			Compliance and Enforcement
	022		Integrated Data for Enforcement Analysis (IDEA)
	a		Electronic software program
	c		Electronic data
	024		Cost Recovery Records
	a		Record copy
	025		Enforcement Actions - Superfund Site-Specific
	a		No legal action required and routine legal action cases
	b(1)		Landmark cases - Nonelectronic
	b(2)		Landmark cases - Electronic
	027		Integrated Compliance Information System (ICIS)
	a		Electronic software program
	c		Electronic data
	e		Supporting documentation
	057		Environmental Review Tracking System (ERP/ERTS)
	a		Electronic software program
	c		Electronic data
	131		Environmental Impact Assessments of Nongovernmental Activities in Antarctica
	a		Record copy
	133		Environmental Impact Statement (EIS) Files
	a(1)(a)		EIS file - Nonelectronic
	a(1)(b)		EIS file - Electronic
	a(2)		CEQ Federal Register Report file
	134		National Environmental Policy Act (NEPA) Preparation Files
	a(1)(a)		Environmental impact statements (EISs) - Nonelectronic
	a(1)(b)		Environmental impact statements (EISs) - Electronic
	a(2)(a)		Environmental assessments (EAs) - Nonelectronic
	a(2)(b)		Environmental assessments (EAs) - Electronic
	a(3)(a)		Categorical exclusions (CEs) - Nonelectronic
	a(3)(b)		Categorical exclusions (CEs) - Electronic
	135		309 Review and Comment Files
	a(1)(a)		309 review comment file - Nonelectronic
	a(1)(b)		309 review comment file - Electronic
	a(2)		309 review report
	a(3)		Summarized comments
	137		Federal Facilities Monitoring Files
	a		Record copy
	206		RCRA Corrective Action Files
	a(1)		Corrective actions for RCRA land disposals - Nonelectronic
	a(2)		Corrective actions for RCRA land disposals - Electronic
	b		Other RCRA corrective actions
	207		Enforcement Action Files
	a		Administrative case files, whether a formal enforcement action is initiated or not
	b		Judicial case files where routine legal actions are required
	c(1)		Landmark or precedent cases - Nonelectronic
	c(2)		Landmark or precedent cases - Electronic
	211		Compliance Files
	a		Record copy

Agency File Code			Title
Function	No.	Item	
	235		Compliance Activity Tracking System (CATS)
		a	Electronic software program
		c	Electronic data
		e	System documentation
	294		Administrative Records Pursuant to the Administrative Procedure Act
		a(1)	Record copy - Nonelectronic
		a(2)	Record copy - Electronic
	347		Printouts of Pesticide Production and Distribution Data Reported Under FIFRA
		a	Record copy
	359		Administrative Hearing and Judicial Action Files
		a	Record copy
	399		National Historic Preservation Act (NHPA) Compliance Documentation
		a(1)	Record copy - Nonelectronic
		a(2)	Record copy - Electronic
	420		National Compliance Database (NCDB)
		a	Electronic software program
		c	Electronic data
		e	System documentation
	421		FIFRA/TSCA Tracking System (FTTS)
		a	Electronic software program
		c	Electronic data
	432		Underground Injection Control (UIC) Program Summary System
		a	Electronic software program
		b	Input
		c	Electronic data
		e	Supporting documentation
	480		Enforcement Actions - Oil Site-Specific
		a	No legal action required or routine legal action cases
		b(1)	Landmark cases - Nonelectronic
		b(2)	Landmark cases - Electronic
	497		Discrimination Complaints - External
		a	Record copy
	515		Federal Facilities Data System
		a	Record copy
	516		Federal Facilities Referrals File
		a	Record copy
	517		Federal Agency Liaison Files
		a	Specific federal agency actions
		b	Special projects files
	600		Deviation Requests
		a	Record copy
	683		Criminal Enforcement Counsel
		a(1)	Cases investigated by the Criminal Investigation Division, but not referred to DOJ because no targets were identified
		a(2)	Cases for which targets were identified, but DOJ declined to prosecute
		a(3)	Cases prosecuted by DOJ
		b	Requests for legal interpretations and opinions
	684		Criminal Case Reporting System (CCRS)

Agency File Code			Title
Function	No.	Item	
	a		Electronic software program
	c		Electronic data
	e		System documentation
	686		Development and Enforcement of Air and Water Standards by States
	a		Air standards - Legal interpretations and opinions
	b(1)		Water standards - Legal interpretations and opinions
	b(2)(a)		Water standards - Documents pertaining to waterways - Nonelectronic
	b(2)(b)		Water standards - Documents pertaining to waterways - Electronic
	b(3)		Water standards - Documents pertaining to interim program for controlling water pollutants
	688		Enforcement - Air Program
	a		Interim program for controlling air pollutants
	b(1)		Enforcement of industrial and municipal compliance with clean air regulations and standards - Nonelectronic
	b(2)		Enforcement of industrial and municipal compliance with clean air regulations and standards - Electronic
	689		Enforcement - Water Program
	a(1)		Enforcement of industrial and municipal compliance with clean water regulations and standards - Nonelectronic
	a(2)		Enforcement of industrial and municipal compliance with clean water regulations and standards - Electronic
	b(1)		Documents and data relating to mercury - Nonelectronic
	b(2)		Documents and data relating to mercury - Electronic
	690		Enforcement - Hazardous Waste Program
	a		Compliance monitoring and enforcement for controlling hazardous waste relating to state programs
	b(1)		Enforcement of hazardous waste statutes, regulations, and standards - Nonelectronic
	b(2)		Enforcement of hazardous waste statutes, regulations, and standards - Electronic
	691		Enforcement - Mobile Source Program
	a		Record copy
	692		Enforcement - Pesticides Program
	a		Record copy
	693		Enforcement - Toxic Substances Program
	a		Compliance monitoring and enforcement for controlling toxic substances
	b(1)		Enforcement of toxic substances statutes, regulations, and standards - Nonelectronic
	b(2)		Enforcement of toxic substances statutes, regulations, and standards - Electronic
	694		Emission Control Program
	a		Record copy
	695		Motor Vehicles File
	a		Record copy
	696		Motor Vehicle Import Declaration File
	a		Completed importation form, Declaration of Conformity, and Health, Education, and Welfare regulations
	b		Code sheets for import declaration
	c		Imported vehicle identification numbers
	743		Air Facility System (AFS)
	a		Electronic software program
	c		Electronic data
	e		System documentation

Agency File Code			Title
Function	No.	Item	
114			International Affairs and Commerce
114-041			Foreign Affairs
114-041-01			International Environmental Cooperation and Agreements
	375		United Nations Environmental Program (UNEP) File
	a		Record copy
	376		Environmental Organization File
	a		Record copy
	378		Special Foreign Currency File
	a		Record copy
	379		Bilateral Programs File
	a		Bilateral agreements
	b		Other records
	381		U.S. and Russia Environmental Agreement File
	a(1)		Basic agreements - Nonelectronic
	a(2)		Basic agreements - Electronic
	b		Other files
	382		Laws of the Sea and Deep Seabed Mining Files
	a(1)		EPA internal documentation - Nonelectronic
	a(2)		EPA internal documentation - Electronic
	b		Other records
	383		Ocean Dumping Files
	a		Record copy
	384		Oil Pollution File
	a(1)		EPA internal documentation - Nonelectronic
	a(2)		EPA internal documentation - Electronic
	b		Other records
	385		NATO Committee on the Challenges of Modern Society (CCMS)
	a(1)		Formally issued documents, summary reports, and decision sheets (AC/274 numbered documents) - Nonelectronic
	a(2)		Formally issued documents, summary reports, and decision sheets (AC/274 numbered documents) - Electronic
	b(1)		Coordinators files - Nonelectronic
	b(2)		Coordinators files - Electronic
	c(1)		Pilot studies - Nonelectronic
	c(2)		Pilot studies - Electronic
	d(1)		Reports - Nonelectronic
	d(2)		Reports - Electronic
	e(1)		Chair or Co-chair files - Nonelectronic
	e(2)		Chair or Co-chair files - Electronic
	387		Economic Commission for Europe (ECE) File
	a		Record copy
	388		World Health Organization (WHO) File
	a		Basic agreements
	b		Other records
	390		U.S. and Canadian Relations File
	a(1)		EPA internal documentation - Nonelectronic
	a(2)		EPA internal documentation - Electronic
	b		Other records
	391		U.S. and Mexican Relations File

Agency File Code			Title
Function	No.	Item	
		a(1)	EPA internal documentation - Nonelectronic
		a(2)	EPA internal documentation - Electronic
		b	Other records
	461		International Activities and Agreements
		a	Routine activities and agreements
		b(1)	Significant activities and agreements - Nonelectronic
		b(2)	Significant activities and agreements - Electronic
114-042			International Development and Humanitarian Aid
114-042-01			International Environmental Technical Assistance
	380		Reimbursable Technical Assistance File
		a	Record copy
	386		Organization for Economic Cooperation and Development (OECD) Program File
		a	Record copy
115			Law Enforcement
115-045			Criminal Investigation and Surveillance
115-045-01			Investigation and Surveillance of Environmental Criminals
	208		Criminal Investigation Records
		a	Closed cases - No referral for criminal prosecution
		b	Closed cases - Prosecution declined
		c	Closed cases - Judicial action
2			Mode Of Delivery
204			Regulatory Compliance and Enforcement
204-079			Permits and Licensing
	205		Permit Files
		a(1)	UIC, when EPA is the permitting authority and UIC exemptions - Nonelectronic
		a(2)	UIC, when EPA is the permitting authority and UIC exemptions - Electronic
		b	NPDES minor permits
		c	All others, excluding those covered in items a, b and d
		d	Section 404 dredging and fill
	210		Administrative Records - Permits
		a	RCRA land disposal
		b	UIC and UIC exemptions
		c	NPDES minor permits
		d	All other permits
	236		Permit Appeal Files
		a	Record copy
205			Federal Financial Assistance
	001		Grants and Other Program Support Agreements - Superfund Site-Specific
		a	Not needed for cost recovery
		b	Needed for cost recovery
	003		Grants and Other Program Support Agreements
		a	Record copy
	009		Integrated Grants Management System (IGMS)
		a	Electronic software program
		b	Input
		c	Electronic data - Superfund site-specific
		d	Electronic data - waste water construction and state revolving fund grants
		e	Electronic data - other than Superfund site-specific, waste water construction, and state revolving fund grants

Agency File Code			Title
Function	No.	Item	
		g	Supporting documentation
	080		Local Government Reimbursement Program
		a	Record copy
	183		Grant and Other Agreement Oversight
		a	Superfund site-specific
		b	Other than Superfund site-specific
	232		Waste Water Construction and State Revolving Fund Grants
		a	Record copy
	274		Unsuccessful Grant Application Files
		a	Record copy
	575		Grants Information and Control System (GICS)
		a	Electronic software program
		c	Electronic data
	680		Grant Appeals
		a	Record copy
-260			Mission Program Support
	083		Environmental Appeals Board Case Files
		a	Record copy
	508		Administrative Law Judge's Case Files
		a(1)	Record copy of routine cases
		a(2)(a)	Record copy of landmark cases - Nonelectronic
		a(2)(b)	Record copy of landmark cases - Electronic
		b(1)	All other copies of routine cases
		b(2)	All other copies of landmark cases
	509		Administrative Law Judge's Case File Index
		a(1)	Record copy - Nonelectronic
		a(2)	Record copy - Electronic
	510		Administrative Law Judge's Repository File
		a	Record copy
	674		Legal Interpretation and Opinions
		a(1)	Requests for and responses - Nonelectronic
		a(2)	Requests for and responses - Electronic
		b	Background material
	675		Litigation Involving EPA
		a	Record copy
	676		Development of Enforcement and Environmental Standards by States
		a	Record copy
	682		General Counsel Defense Docket System (DEFENSIVE)
		a	Electronic software program
		c	Electronic data
	751		Environmental Alternative Dispute Resolution (ADR) Program Case Files
		a	General case records
		b	Confidential case records
3			Support Delivery of Services
301			Controls and Oversight
301-091			Corrective Action
	082		Response to Audit, Evaluation, and Investigation
		a	Record copy

Agency File Code			Title
Function	No.	Item	
	601		Recipient and Contractor Debarment and Suspension Records
	a		Record copy
	658		Audit Resolution
	a(1)		Audit resolution board case files - Nonelectronic
	a(2)		Audit resolution board case files - Electronic
	b		Administrative documentation
301-092			Program Evaluation
	192		Program and Program Activity Evaluation Work Files
	a		Record copy
	193		Program and Program Activity Evaluation Reports
	a		Record copy
	259		Ombudsman and Citizen Complaint Files
	a		Completed cases
	b		Cases requiring additional information
	322		Good Laboratory Practice (GLP) and Audit Report File
	a		Record copy
	456		Laboratory Activity Report Files
	a		Record copy
	698		Investigative Case Files
	a		Files containing information or allegations that are of an investigative nature but do not relate to a specific investigation
	b		All other investigative case files except those that are unusually significant
	699		Management Assessment Reviews and Program Evaluations
	a		Record copy
	700		Audit Case Files
	a		Final report maintained at headquarters
	b		Other copies of final report maintained in regional audit offices
	c		Work papers
	701		Semiannual Reports of the Inspector General
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	b		All other copies
301-093			Program Monitoring
	006		Program Management Files
	a		Senior officials
	b		Other than senior officials
	194		Annual Headquarters Operating Guidance Paper and Regional Guidance Plan
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	195		Agency Program Plans Review Files
	a		Record copy
	198		Reports Clearance Files
	a		Record copy
	203		State and Other Entity Relations and Oversight Files
	a		Record copy
	255		Regional Oversight and Coordination Files
	a		Record copy
	586		Laboratory Performance Evaluation Studies Proficiency Testing (PT)

Agency File Code			Title
Function	No.	Item	
	a		Record copy
	703		Hotline Files
	a		Record copy
	707		Inspector General Operations and Reporting System (IGOR)
	a		Electronic software program
	c		Electronic data
302			Internal Risk Management and Mitigation
302-095			Continuity of Operations
	602		Continuity of Operations (COOP) Plans
	a		Plan or directive
	b		Background documents
	603		Continuity of Operations (COOP) Exercises
	a		Consolidated and comprehensive reports
	b		Background documents
303			Legislative Relations
303-097			Legislative Tracking
	525		Congressional Committees File
	a		Record copy
	528		Legislative History File
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	530		Weekly Legislative Reports
	a		Record copy
	531		Enrolled Bill Reports
	a		Record copy
303-098			Legislative Testimony
	532		EPA Congressional Hearing Testimony
	a		Record copy
303-099			Proposal Development
	154		Legislation
	a		Record copy
	526		State Territories and Interstate Group File
	a		Record copy
	529		Agency Proposed Legislation File
	a		Record copy
303-100			Congressional Liaison Operations
	132		Congressional Correspondence
	a		Record copy
	155		Reports to Congress or the President
	a(1)		Final report - Nonelectronic
	a(2)		Final report - Electronic
	b		Work files
	527		Grants File - Congressional Data Transfer
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
304			Planning and Resource Allocation
304-102			Capital Planning
	735		IT Capital Investment Records

Agency File Code			Title
Function	No.	Item	
	a		Record copy
304-104			Strategic Planning
304-104-02			Program Planning/Design
	145		Program Development Files
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	190		Program Policy Planning File
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
304-104-03			Delegation and Partnerships
	204		State and Other Entity Program Authorization and Approval Files
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
304-104-06			Quality Management
	147		Information Quality Guidelines (IQG) Requests for Correction (RFC) and Reconsideration (RFR) Process
	a		Record copy
	185		Collections of Quality Assurance Project Plans (QAPPs)
	a		Approved or accepted QAPPs
	b		Approved or accepted QMPs
	c		QAPPs and QMPs that are not approved or accepted
304-107			Management Improvement
	105		Management Studies
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
305			Public Affairs
305-109			Official Information Dissemination
	088		Bibliographic and Reference Systems
	a		Electronic software program
	c		Electronic data
	089		Information Tracking Systems
	a		Record copy
	094		Electronic Bulletin Boards
	a		Electronic software program
	c		Electronic data
305-109-01			Tech Transfer and Training
	258		Final Deliverables and Reports
	a(1)		Environmental programs, except Superfund site-specific - Nonelectronic
	a(2)		Environmental programs, except Superfund site-specific - Electronic
	b		Superfund site-specific
	c		Non-environmental programs
305-109-02			Public Information and Outreach
	254		Communication and Distribution Strategy File
	a		Record copy
305-109-02-01			FOIA
	029		Freedom of Information Act (FOIA) Annual Reports
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	030		Freedom of Information Act (FOIA) Requests Files

Agency File Code			Title
Function	No.	Item	
		a(1)	Granting access to all the requested records
		a(2)(a)	Non-existent records, inadequate description, or failure to pay reproduction fees, and request not appealed
		a(3)(a)	Denials, full or partial, and request not appealed
		b	Official file copy of requested records
	031		Freedom of Information Act (FOIA) Administrative Files and Reports
		a	Administrative files
		b	Reports
	032		Freedom of Information Act (FOIA) Appeals Files
		a	Correspondence and supporting documents
	033		Freedom of Information Act (FOIA) Control Files
		a	Registers or listings
		b	Other files
	263		Freedom of Information Act (FOIA) Tracking System
		a	Electronic software program
305-109-02-02			Library Services
	548		EPA Library Program Files
		a	Record copy
305-109-02-03			Provide Public and Agency Web Access
	095		Web Sites
		a	System software and documentation
		b	Site management and operations
		c	Log files
305-109-02-04			Provide Public Information, Education and Outreach
	081		Public Awareness Files
		a(1)	Official dissemination products - Nonelectronic
		a(2)	Official dissemination products - Electronic
		b	Background or working papers
	098		Data Marts and Data Warehouses
		a	Electronic software program
		c	Electronic data
	140		Speeches and Testimony
		a(1)	Senior officials - Nonelectronic
		a(2)	Senior officials - Electronic
		b	Other federal employees when the speeches are not necessary to document the Agency or its programs
	200		Training Material
		a	Routine training materials
		c(1)	Mission-related training materials - Nonelectronic
		c(2)	Mission-related training materials - Electronic
	230		Public Hearings Files
		a(1)	Record copy - Nonelectronic
		a(2)	Record copy - Electronic
	250		Publications and Promotional Items
		a(1)	Items depicting EPA's environmental mission activities - Nonelectronic
		a(2)	Items depicting EPA's environmental mission activities - Electronic
		b	Routine publications or promotional items
		c	Working papers and background materials
	309		Information Requests and Acknowledgment Files

Agency File Code			Title
Function	No.	Item	
		a	Routine requests for information and replies
		b	Acknowledgments and transmittals of inquiries and requests referred elsewhere for reply
	334		Manuscripts of Articles Written by EPA Personnel
		a(1)	Final drafts of manuscripts related to EPA's environmental missions - Nonelectronic
		a(2)	Final drafts of manuscripts related to EPA's environmental missions - Electronic
		b	Final drafts of manuscripts not related to EPA's environmental missions
		c	Working papers and background materials
	459		Conferences, Seminars, Associations, and Societies Files
		a	Record copy
	533		Environmental Awards
		a(1)	Major documentation for Presidential and other significant awards - Nonelectronic
		a(2)	Major documentation for Presidential and other significant awards - Electronic
		b	Routine documentation for Presidential and other significant awards
		c	Routine environmental awards
	536		Public Affairs Project Files
		a(1)	Original artwork - Special projects
		a(2)	Original artwork - Routine projects
		b	Slides and viewgraphs used by program, staff, and project offices for presentations
		c	Designs and engineering drawings for fabrication of display models and exhibits
	537		EPA Newsroom Database
		a	Electronic software program
		c	Electronic data
		e	System documentation
306			Regulatory Development
306-112			Policy and Guidance Development
	007		Directives and Policy Guidance Documents Issued by Specific Programs and Regions
		a(1)	Published or released to the public and related background materials - Nonelectronic
		a(2)	Published or released to the public and related background materials - Electronic
		b	Unpublished or not released to the public and related background materials
	585		Executive Orders and OMB Circulars Review and Comments File
		a	Record copy
306-114			Regulatory Creation
	149		Regulations, Standards, and Guidelines
		a(1)	Published regulations, standards, and guidelines - Nonelectronic
		a(2)	Published regulations, standards, and guidelines - Electronic
		b	Unpublished regulations, standards, and guidelines
	332		Regulatory Impact Analyses Under Executive Order 12866
		a(1)	Record copy - Nonelectronic
		a(2)	Record copy - Electronic
	518		Rulemaking Committees
		a(1)	Published regulations, standards, and guidelines - Nonelectronic
		a(2)	Published regulations, standards, and guidelines - Electronic
		b	Unpublished regulations, standards, and guidelines
306-115			Rule Publication
	356		Federal Register Notices

Agency File Code			Title
Function	No.	Item	
	a		Record copy
	519		Federal Register Documents Signed by the Administrator or the Deputy Administrator
	a		Record copy
316			Applied Research and Science Support
	447		Environmental Monitoring and Assessment Program Information Management System (EMAP IMS)
	a		Electronic software program
	c		Electronic data
	e		System documentation
	467		Office of Research and Development Management Information System (OMIS)
	a		Electronic software programs
	c		Electronic data
	492		Collections of Laboratory Standard Operating Procedures (SOPs)
	a		Record copy
	506		Summary Research Projects Status Reports
	a		Record copy
316-258			Applied Science
	451		Environmental Process and Effects Research Program Files
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	b		All other copies
	452		Environmental Engineering and Technology Program Files
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	b		All other copies
	453		Acid Deposition, Environmental Monitoring, and Quality Assurance Program Files
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	b		All other copies
	455		Health and Environmental Assessment Program Files
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	472		Source Data Files Relating to In-House Radiological Research Projects
	a(1)		Scientific data needed for continued research purposes - Nonelectronic
	a(2)		Scientific data needed for continued research purposes - Electronic
	b		Other data files
	501		Applied and Directed Scientific Research
	a(1)		Project files - Nonelectronic
	a(2)		Project files - Electronic
	b		Project workpapers and administrative correspondence
	c		Maintenance and calibration and inspection of equipment
	502		Instrument Logbooks
	a		Record copy
	503		Scientific Research Project Files Related to Basic, Exploratory Research
	a		Project files
	b		Maintenance and calibration and inspection of equipment
	504		Research Project Logbooks or Index Records
	a		Project status lists

Agency File Code			Title
Function	No.	Item	
	b		Project logbooks
	507		Criteria and Health Assessment Documents and Risk Assessment Guidelines
	a(1)		Air quality and water quality documents - Nonelectronic
	a(2)		Air quality and water quality documents - Electronic
	b(1)		Air quality criteria documents - Nonelectronic
	b(2)		Air quality criteria documents - Electronic
	c(1)		Water quality criteria documents - Nonelectronic
	c(2)		Water quality criteria documents - Electronic
316-258-02			Ecological Research
	471		Pesticide and Industrial Chemical Risk Analysis and Hazard Assessment (PIRANHA)
	a		Electronic software program
	c		Electronic data
316-258-03			Human Health Research
	454		Health Research Program Files
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	b		All other copies
	460		Integrated Risk Information System (IRIS) Documentation Files
	a(1)		IRIS complete decision files consisting of case files for those chemicals listed in IRIS - Nonelectronic
	a(2)		IRIS complete decision files consisting of case files for those chemicals listed in IRIS - Electronic
	b		Full sets of RfD/RfC and CRAVE files (prior to 1995)
	c		Non-decisional file reference and background records
	d		Submissions from the public
	466		HERL-RTP Mortality Database (MORT)
	a		Electronic software program
	c		Electronic data
	e		System documentation
	468		Integrated Risk Information System (IRIS)
	a		Electronic software program
	c		Electronic data
	e		System documentation
	499		Employee Occupational Exposure to Ionizing Radiation
	a		Record copy
316-258-04			Monitoring/Modeling Methods Development
	062		Laboratory Information Management Systems (LIMS)
	a		Electronic software system
	c		Electronic data
	063		Electronic Models and Expert Systems
	a		Electronic software program
	c		Electronic data
	458		Water Supply Laboratory Certification Program Files
	a		Record copy
316-259			Peer Review and Scientific Advisory Functions
	180		Committee Management Records for Federal Advisory Committee Act (FACA) Committees
	a		Record copy
	181		Advisory Groups Established under the Federal Advisory Committee Act (FACA)

Agency File Code			Title
Function	No.	Item	
	a		Commission's establishment, membership, policy, organization, deliberations, findings, and recommendations
	b		Day-to-day Commission activities, not containing unique information of historical value
	c(1)		Web site records - Electronic version of Web site(s)
	c(2)		Web site records - Design, management, and technical operation records
	c(3)		Web site records - Electronic version of content records duplicated in textual series of commission records
317			Legal Services
317-261			Internal Operations Support
	677		Information Law and Intellectual Property
	a		Patents, copyright and data rights and interpretations
	b		Disclosures
	678		General Law
	a		EPA general law files
	b		EPA claims files
	c		EPA personnel law files
4			Management of Government Resources
401			Administrative Management
	090		Administrative Support Databases
	a		When hard copy records are retained to meet recordkeeping requirements
	b		When the electronic record replaces hard copy records that support administrative housekeeping functions
	c		Hard copy printouts created for short-term administrative purposes
	110		Office Administrative Files
	a		Record copy
	111		Calendars, Schedules, and Logs of Daily Activities
	a		Senior officials and assistants to those officials
	b		Other federal employees
	c		Routine materials
	127		General Correspondence Files
	a		Record copy
	166		Suspense Files
	a		A note or other reminder to take action
	b		The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected
	167		Transitory Files
	a		Record copy
	186		Interagency Committee Records Not Related to FACA
	a		Record copy
	187		Intra-Agency and Internal Committees
	a		Committees related to EPA's environmental missions
	b		Committees unrelated to EPA's environmental missions
	523		Administrator's Meetings File
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	664		Mailing Lists Source Records
	a		Correspondence, request forms, and other records relating to changes in mailing lists
	b		Card lists

Agency File Code			Title
Function	No.	Item	
	738		Audiovisual Records
		a	Still photography - Photographs of routine award ceremonies, social events, and activities not related to the mission of the Agency
		b	Still photography - Personnel identification or passport photographs
		c	Still photography - Internal personnel and administrative training filmstrips and slides of programs that do not reflect the mission of the Agency
		d	Graphic arts - Viewgraphs
		e	Graphic arts - Routine artwork for handbills, flyers, posters, letterhead, and other graphics
		f	Graphic arts - Line and halftone negatives, screened paper prints and offset lithographic plates used for photomechanical reproduction
		g	Graphic arts - Line copies of graphs and charts
		h	Motion pictures - Films acquired from outside sources for personnel and management training
		i	Motion pictures - Routine surveillance footage
		j	Motion pictures - Routine scientific, medical, or engineering footage
		k	Video recordings - Programs acquired from outside sources for personnel and management training
		l	Video recordings - Rehearsal or practice tapes
		m	Video recordings - Internal personnel and administrative training programs that do not reflect the mission of the Agency
		n	Video recordings - Routine surveillance recordings
		o	Video recordings - Routine scientific, medical, or engineering recordings
		p	Video recordings - Recordings that document routine meetings and award presentations
		q	Audio recordings - Recordings of meetings made exclusively for note taking or transcription
		r	Audio recordings - Dictation belts or tapes
		s	Audio recordings - Premix sound elements created during the course of a motion picture, television, or radio production
		t	Audio recordings - Daily or spot news recordings available to local radio stations on a call-in basis
	740		Office of Administrative Services Information System (OASIS)
		a	Electronic software program
		c	Electronic data
	745		Ad Hoc Printouts
		a	Record copy
401-119			Facilities, Fleet and Equipment Management
401-119-01			Acquire and Manage Facilities
	291		Real Property Files
		a	Documents relating to property acquired after December 31, 1920, other than abstract or certificate of title
		b	Abstract or certificate of title
	666		Agency Space Files
		a	Building plan files, surveys and other records utilized in space planning, assignment, and adjustment
		b(1)	Agency reports to GSA, including SF 81, Request for Space, and related documents
		b(2)	Copies of correspondence and reports in subordinate reporting units and related work papers
	667		Real Estate Project Requests
		a	Record copy

Agency File Code			Title
Function	No.	Item	
	668		Real Property Records
	a(1)		Title papers - All records for property acquired other than abstract or certificate of title
	a(2)		Title papers - Abstract or certificate of title
	b		Real property reports
	669		Surplus Real Property Case Files
	a		Record copy
401-119-02			Acquire and Manage Fleets and Equipment
	615		Personal Property Accountability
	a		Ledger files
	b		Reports, loss statements, receipts and other documents relating to lost and found articles
	629		Surplus Personal Property Case Files
	a		Transactions of more than \$25,000
	b		Transactions of \$25,000 or less
	630		Excess Personal Property Reports
	a		Record copy
	631		Personal Property Records
	a		Record copy
	635		Motor Vehicle Operating and Maintenance Files
	a		Operating records
	b		Maintenance records
	636		Motor Vehicle Cost Files
	a		Record copy
	637		Motor Vehicle Reports
	a		Record copy
	638		Motor Vehicle Accident Files
	a		Record copy
	639		Motor Vehicle Release Files
	a		Record copy
	640		Motor Vehicle Leases from GSA
	a		Record copy
	641		Motor Vehicle Operator Files
	a		Record copy
401-119-03			Provide Safety, Health, and Environmental Services
	016		Individual Non-Occupational Health Record Files
	a		Record copy
	023		Health Unit Control Files
	a		If information is summarized on statistical report
	b		If information is not summarized
	578		Safety Standards Files
	a		Record copy
	579		Personal Injury Files
	a		Record copy
	581		Property Safety Inspections
	a		Record copy
	582		Protective and Preventive Measures Reports Files
	a		Record copy

Agency File Code			Title
Function	No.	Item	
	583		Occupational Injury and Illness Files
	a		Record copy
	584		Industrial Hygiene Files
	a		Standards and practices documents and routine medical monitoring records
	b		Employee exposure records
	c		Asbestos monitoring records
	610		Survey and Inspection Files - Government-owned Facilities
	a		Record copy
	611		Investigative Files
	a		Record copy
401-121			Security Management
	604		Document Receipt Files
	a		Record copy
	605		Destruction Certificates Files
	a		Record copy
	606		Classified Document Inventory Files
	a		Record copy
	607		Top Secret Accounting and Control Files
	a		Registers
	b		Forms
	608		Access Request Files
	a		Record copy
	609		Classified Document Container Security Files
	a		Forms or lists used to record combination information
	b		Forms recording access to classified document containers
	612		Property Pass Files
	a		Record copy
	613		Guard Assignment Files
	a		Ledger records
	b		Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements
	614		Police Function Files
	a		Ledger records of arrest, cars ticketed, and outside police contacts
	b		Reports, statements of witnesses, warning notices, and other documents relating to arrest, commitments, and traffic violations
	c		Reports on contact of outside police with building occupants
	616		Key Accountability Files
	a		For areas under maximum security
	b		For other areas
	617		Visitor Control Files
	a		Areas under maximum security
	b		Other areas
	618		Facilities Checks Files
	a		Data sheets, door slip summaries, check sheets, and guard reports on security violations
	b		Reports of routine after-hours security checks
	619		Guard Service Control Files
	a		Control center key or code records, emergency call cards, and building record and employee identification cards

Agency File Code			Title
Function	No.	Item	
	b		Round reports, service reports on interruptions and tests, and punch clock dial sheets
	c		Automatic machine patrol charts and registers of patrol and alarm services
	d		Arms distribution sheets, charge records, and receipts
	620		Security Violations Files
	a		Alleged violations of a sufficiently serious nature that they are referred to DOJ or DOD for prosecutive determination
	b		All other files
	624		Confidential Business Information (CBI) Access
	a		Federal employees
	b		Contract employees and companies
	625		Guard Service Performance
	a		Contracts
	b		General correspondence
	c		Nonperformance of assigned duties records
	d		Post orders
	e		Special orders
	626		Survey and Inspection Files - Privately-owned Facilities
	a		Record copy
	627		Credentials Files
	a		Identification credentials
	b		Receipts, indices, listings, and accountable records
	628		Classified Information Nondisclosure Agreements
	a		If maintained separately from the individual's official personnel folder
	704		Personnel Security Clearance Files
	a		Case files
	b		Investigative reports and related documents furnished by investigative organizations
	705		Personnel Security Clearance Status Files
	a		Record copy
401-122			Travel
	028		Travel
	a		Electronic software program
	b		Electronic data
	c		Software documentation
	d		Electronic signature and verification data
	e		Original receipts
	f		Documentation not processed electronically
	392		International Travel
	a		Record copy
	393		Official Passports
	a		Application files
	b		Annual reports
	c		Passport registers
402			Financial Management
	278		Accountable Officers' Files
	a		Site audit records as listed in guidance, or their equivalents
	b		Memorandum copies of accountable officers' returns
	300		PeoplePlus (PPL)

Agency File Code			Title
Function	No.	Item	
	a		Electronic software program and system documentation
	673		Federal Activities Inventory Reform (FAIR) Act Records
	a		Circular No. A-76 case files and studies maintained by office having primary responsibility
	b		Circular No. A-76 records maintained by other offices
402-124			Accounting
	021		Administrative Data Warehouse (ADW)
	a		Electronic software programs
	c		Electronic data
	052		Superfund Cost Recovery Package Imaging and On-Line System (SCORPIOS)
	a		Electronic software programs
	c		Electronic data
	e		Supporting documentation
	053		Financial Management System (FMS)
	a		Electronic software program
	c		Electronic data
	054		Integrated Financial Management System (IFMS)
	a		Electronic software program
	c		Electronic data
	289		External Accounting Reports as Required by Government-wide Regulations
	a		Record copy
402-125			Budget and Finance
	040		Budget Reports
	a		Annual report
	b		All other reports
	043		Appropriation Allotment Files
	a		Record copy
	299		Budget Automation System (BAS)
	a		Electronic software program
	c(1)		Electronic data - Final data
	c(2)		Electronic data - Working data
	e(1)		System documentation - Final data
	589		Budget Apportionment Files
	a		Record copy
	591		Budget Background Records
	a		Record copy
402-126			Payments
	087		Claims Against the Fund
	a		Record copy
	276		Time and Attendance Source Records
	a(1)		Source records maintained by Washington Finance Center
	a(2)		Source records - Copies maintained by other offices.
	280		Payroll Support
	a		Record copy
	281		Combined Federal Campaign and Other Allotment Authorizations
	a(1)		Authorization for individual allotment to the Combined Federal Campaign
	a(2)		Other authorizations, such as union dues and savings
	282		Payroll Control

Agency File Code			Title
Function	No.	Item	
	a		Record copy
	283		Pay Folders
	a		Record copy
	284		Payroll System Reports
	a		Error reports, ticklers, system operation reports
	b		Reports and data used for agency workload and/or personnel management purposes
	c		Reports providing fiscal information on agency payroll
	573		EPA Payroll System (EPAYS)
	a		Electronic software program
	b		Input
	c		Electronic data
403			Human Resource Management
	568		Personnel Correspondence Files Related to General Administration
	a		Record copy
403-251			Staff Acquisition
403-251-02			Acquire Personnel
	026		Handicapped Individuals Appointment Case Files
	a		Record copy
	100		Appointee Clearance and Vetting Files
	a		Appointees
	b		Non-appointees
	556		Examining and Certification Records
	a		Delegated agreements
	b		Correspondence concerning applications, certification of eligibles, and all other examining and recruiting operations
	c		Correspondence or notices received from eligibles indicating a change in name, address, or availability
	d		Test material stock control
	e		Application Record Card
	f		Examination announcement case documentation files
	g		Register or inventory of eligibles
	h		Letters to applicants denying transfer of eligibility
	i		Test answer sheets
	j		Lost or exposed test material case files
	k		Canceled and ineligible applications for positions filled from a register or inventory
	l(1)		Eligible applications for positions filled from an active register or inventory
	l(2)		Eligible applications for positions filled from an inactive register or inventory
	m		Ineligible or incomplete applications for positions filled by case examining
	n		Eligible applications for positions filled by case examining that either are not referred to the hiring official or are returned to the examining office by the hiring official
	o		Request for prior approval of personnel actions taken by agencies
	p		Certificate files
	q		Certification request control index and certificate control log system
	r		Interagency Placement Program (IPP) application and registration sheet
	s		DEP control cards, if maintained
	t		Reports of audits of delegated examining operations
	557		Offers of Employment Files
	a		Accepted offers

Agency File Code			Title
Function	No.	Item	
	b(3)		Declined offers - All others
	558		Certificate of Eligibles Files
	a		Record copy
	570		Intergovernmental Personnel Act (IPA) Assignment Files
	a		Record copy
403-251-03			Perform Personnel Actions
	553		Official Personnel Folders (OPF) - Civilian
	a(1)		Transferred employee records filed on the right side of the OPF
	a(2)		Separated employee records filed on the right side of the OPF
	b(1)		Correspondence and forms maintained on the left side of the OPF for temporary individual employee records
	b(2)		Immigration and Naturalization Service Form I-9 for temporary individual employee records
	554		Agency Personnel Folders - Public Health Service Commissioned Corps Personnel
	a		Record copy
	555		Service Record Cards (Standard Form (SF) 7 or Equivalent)
	b		Cards for employees separated or transferred on or after January 1, 1948
	560		Notifications of Personnel Actions - Standard Form 50
	a		Chronological file copies, including fact sheets, maintained in personnel offices
	b		All other copies maintained in personnel offices
403-252			Organization and Position Management
	106		Organizational Plans
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
403-252-02			Manage Organizations and Positions
	559		Position Classification Files
	a(1)		Position classification standards files
	a(2)(a)		Case file
	a(2)(b)		Review file
	b		Position descriptions
	c(1)		Survey files - Classification survey reports
	c(2)		Survey files - Inspection, audit, and survey files
	d(1)		Appeals files - Case files relating to classification appeals, excluding OPM classification certificate
	d(2)		Appeals files - Certificates of classification issued by OPM
403-254			Benefits Management
	118		Child Care Tuition Assistance Program Records
	a		Agreements
	b		Other documentation
	279		Leave Records
	a(1)		Leave application files - If employee initials time card or equivalent
	a(2)		Leave application files - If employee has not initialed time card or equivalent
	b(2)		Leave record - Maintained by creating office
	565		Donated Leave Program Case Files
	a		Record copy
	566		Employee Medical Folder (EMF)
	a(1)		Transferred employees - Long-term medical records as defined in 5 CFR 293, subpart E
	a(2)		Separated employees - Long-term medical records as defined in 5 CFR 293, subpart E

Agency File Code			Title
Function	No.	Item	
	b		Temporary or short-term records as defined in the Federal Personnel Manual (FPM)
	c		Individual employee health case files created prior to establishment of the EMF system that have been retired to a NARA records storage facility
403-255			Employee Development and Performance Management
403-255-01			Provide Employee Development and Performance Management Policies, Guidance, and Training
	571		Personnel Training Records
	a(1)		General file of Agency-sponsored personnel training
	a(2)		Background and working files
	b		Employee training
403-255-04			Manage Performance
	107		Employee Performance File System
	a(1)		Appraisals of unacceptable performance - Non-SES appointees
	a(2)		Superseded performance records - Non-SES appointees
	a(3)(b)		All other performance plans and ratings - Non-SES appointees
	a(4)		All other summary performance appraisal records - Non-SES appointees
	a(5)		Supporting documents - Non-SES appointees
	b(1)		Superseded performance records - SES appointees
	b(2)(b)		All other performance ratings and plans - SES appointees
	b(3)		All other performance appraisals - SES appointees
	b(4)		Supporting documents - SES appointees
	562		Merit Promotion Case Files
	a		Record copy
	563		Performance Rating Appeals
	a		Record copy
	572		Employee Awards Files
	a(1)		General awards case files
	a(2)		General awards correspondence for awards from other federal agencies or non-federal organizations
	b		Length of service and sick leave awards files
	c		Letters of commendation and appreciation
	d		Lists of or indexes to Agency award nominations
	574		Incentive Awards Program Reports
	a		Record copy
403-256			Employee Relations
	035		Financial Disclosure Reporting Files
	a(1)		SF 278 reports and related records for individuals not subsequently confirmed by the U.S. Senate or elected
	a(2)		All other SF 278s and related records
	b(1)		OGE Form 450s and related records for individuals not subsequently confirmed by the U.S. Senate
	b(2)		All other OGE Form 450s and OGE Optional Form 450-As and related records
	c(1)		Alternative or additional financial disclosure reports and related records for individuals not subsequently confirmed by the U.S. Senate
	c(2)		All other alternative or additional financial disclosure reports and related records
	039		Alternate Worksite Records
	a		Approved requests or applications
	b		Unapproved requests
	c		Alternative worksite program evaluations
	051		Alternative Dispute Resolution (ADR) Files Related to Employee Relations

Agency File Code			Title
Function	No.	Item	
	a		General files
	b		Case files
	068		Reasonable Accommodation Request Records
	a		General files
	b		Employee case files
	c		Supplemental files
	d		Tracking system
	069		Ethics Program Implementation, Interpretation, Counseling, and Development Files
	a		Routine determinations and interpretations
	b		All other records
	070		Ethics Agreement Records
	a		Record copy
	071		Referrals and Notifications of Violations of Criminal Conflict of Interest Statutes and Other Potential Violations Files
	a		Record copy
	072		Non-Federally Funded Travel Files
	a		Semiannual Expense Reports for Non-Federally Funded Travel
	b		Statements, forms, and other records
	073		Ethics Program Review Files
	a		OGE program review reports
	b		All other records
	074		Annual Agency Ethics Program Questionnaire Files
	a		Questionnaires
	b		All other records
	122		Supervisors' Personnel Files and Duplicate OPF Documentation
	a		Supervisors' personnel files
	b		Duplicate documentation
	541		Equal Employment Opportunity (EEO) Records
	a		Official discrimination complaint case files
	b		Copies of complaint case files
	c(1)		Preliminary and background files not filed in the official file
	c(2)		Preliminary and background files for complaints that do not develop into official discrimination complaint cases
	d(1)		Compliance review files for contractor employment practices
	d(2)		EEO compliance reports
	e		Employee housing requests
	f		Employment statistics files relating to race and sex
	g		EEO general files
	h(1)		Consolidated EEO affirmative action plans (AAP)
	h(2)		Feeder plan for EEO affirmative action plans (AAP)
	h(3)		Report of on-site reviews of affirmative action programs
	h(4)		Annual report of affirmative action accomplishments
	546		Personnel Counseling Records
	a		Counseling files
	b		Alcohol and drug abuse program files
	561		Personnel Correspondence and Forms Files Relating to Individual Employees
	a		Correspondence and forms relating to pending personnel actions
	b(1)		Retention registers used to effect reduction-in-force actions

Agency File Code			Title
Function	No.	Item	
	b(2)		Retention registers from which no reduction-in-force actions have been taken and related records
	c		All other correspondence and forms
	564		Administrative Grievance, Disciplinary, and Adverse Action Files
	a		Administrative grievance files
	b		Adverse action files and performance-based actions
	569		Federal Workplace Drug Testing Program Files
	a		Drug test plans and procedures
	b		Forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested
	c		Selection and scheduling records
	d(1)		"Permanent" record books
	d(2)		Chain of custody records
	e(1)(a)		Positive test results for employees
	e(1)(b)		Positive test results for applicants not accepted for employment
	e(2)		Negative test results
403-257			Separation Management
	567		Retirement Assistance Files
	a		Record copy
403-258			Labor Relations
	577		Labor Management Relations Records
	a(1)		Labor management relations general and case files for the office negotiating the agreement
	a(2)		Labor management relations general and case files for other offices
	b		Labor arbitration general and case files
404			Information and Technology Management
	138		Financing of IT Resources and Services
	a		Agreements formalizing performance criteria for quantity and quality of service
	b		Files related to managing third-party services
	c		Records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing, and other IT services
	144		IT Infrastructure Design and Implementation Files
	a		Projects that are not implemented
	b		Projects that are implemented
	c		Installation and testing records
	188		Quality and Information Council
	a(1)		Record copy - Nonelectronic
	a(2)		Record copy - Electronic
	310		Telephone Use (Call Detail) Records
	a		Record copy
	440		IT Program Planning Records
	a		Record copy
	650		General Communications Files
	a		Correspondence and related records pertaining to internal administration and operation
	b		Telecommunications general files
	c		Telecommunications statistical reports
	d(1)		Telecommunications voucher files
	d(2)		Telecommunications installation, change, removal, and servicing of equipment

Agency File Code			Title
Function	No.	Item	
	e		Agreements and background data for telecommunications services
	652		Telecommunications Operational Files
	a		Message registers, logs, performance reports, daily load reports, and related and similar records
	b		Incoming and outgoing messages maintained by communications offices or centers
	734		Enterprise Architecture Records
	a		Record copy
	736		IT Legal and Regulatory Compliance Records
	a		Record copy
	737		CIO Committee Records
	a		Record copy
404-139			IT Infrastructure Maintenance
	124		IT Facility, Site Management, and Equipment Support Services Files
	a		Record copy
	125		IT Asset and Configuration Management Files
	a		Inventories of IT assets, network circuits, and building or circuitry diagrams
	b(1)		IT system implementation and change management
	b(2)		Routine IT maintenance
	136		IT Operations Records
	a		Workload schedules, run reports, and schedules of maintenance and support activities
	b		Problem reports and related decision documents relating to the software infrastructure of the network or system
	c		Reports on operations
	142		IT Customer Service Files
	a		Records related to providing help desk information to customers
	b		Help desk logs and reports and other files
404-140			IT Security
	128		Security of Systems and Data
	a		System security plans and disaster recovery plans
	b		Documents identifying IT risks and analyzing their impact
	129		User Identification, Profiles, Authorizations, and Password Files
	a		Systems requiring special accountability
	b		Routine systems
	130		Computer Security Incident Handling, Reporting, and Follow-up Records
	a		Record copy
	749		Automated System Security Evaluation and Remediation Tracking (ASSERT)
	a		Electronic software program
	c		Electronic data for EPA
404-141			Record Retention
404-141-02			Document Tracking
	077		Correspondence Management System (CMS)
	a		Electronic software program
	e		System documentation
	742		Enterprise Content Management System (ECMS)
	a		Electronic software program
404-141-02-01			Controlled Correspondence
	141		Controlled and Major Correspondence

Agency File Code			Title
Function	No.	Item	
		a(1)	EPA Administrator and other senior officials - Nonelectronic
		a(2)	EPA Administrator and other senior officials - Electronic
		b	Division Directors and other personnel
404-141-02-02			Records Management
	307		Records Disposition Files
		a(2)	Records description and disposition program documentation
		b	Routine correspondence and memoranda
404-141-02-03			Dockets
	150		Dockets
		a	Final docket
		b	Inactive, nonfinal docket, and documents of short-term value
	152		Federal Docket Management System (FDMS)
		a	Electronic software program
		b	Electronic data for participating agency records
		c	E-mail identification and verification data
404-141-02-04			Forms Management
	004		Electronic Forms Systems
		a	Electronic software programs
		c(1)(a)	Electronic blank forms
		c(1)(b)	Electronic completed forms
		c(2)	Forms database
	109		EPA Forms
		a	EPA form and documentation
		b	Background materials
404-142			Information Management
404-142-01			Data Administration and Integration
	096		Data Standards and Registry Services
		a	Electronic software program
		c	Electronic data
		f	Data standards documentation
	119		IT Oversight and Compliance Files
		a	Performance measurements and benchmarks
		b	All other oversight and compliance records
	160		Downloaded and Copied Data
		a	Derived data used for ad hoc or one-time inspection, analysis or review, if the derived data is not needed to support the results of the inspection, analysis, or review
		b	Derived data that provide user access in lieu of hard copy reports that are authorized for disposal
		c	Metadata or reference data, such as format, range, or domain specifications
	161		System Backups and Tape Library Records
		b	Tape library records
	170		Files and Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records
		a	Electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files or records
		b	Electronic files or records used to create or update a master file
		c	Electronic files and hard-copy printouts created to monitor system usage
	171		Input and Source Records
		a(4)	Hard copy documents other than those covered by items a(1) - a(3) above.

Agency File Code			Title
Function	No.	Item	
	b		Electronic records entered into the system during an update process, and not required for audit and legal purposes
	c		Electronic records received from another agency and used as input/source records by the receiving agency
	d		Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database
	173		Data Files Consisting of Summarized Information
	a		Record copy
	174		Records Consisting of Extracted Information
	a		Record copy
	175		Print Files
	a		Record copy
	176		Technical Reformat Files
	a		Record copy
	177		Security Backups of Files
	a		Files identical to records scheduled for transfer to the National Archives
	b		Files identical to records authorized for disposal in a NARA-approved records schedule
	179		Special Purpose Programs
	a		Record copy
	304		Systems Documentation
	a(1)		Documentation related to electronic records that are scheduled for destruction in the General Records Schedule (GRS) or in a NARA-approved agency schedule
	a(2)		Documentation relating to electronic records that are scheduled for permanent retention in the GRS or in a NARA-approved agency schedule
404-142-02			Data Collection
	097		Central Data Exchange (CDX)
	a		Electronic software program
	c		Electronic data
	112		Privacy Act Requests Files
	a(1)		Granting access to all the requested records
	a(2)(a)		Requests not appealed - Requests for nonexistent records; to requesters who provide inadequate descriptions, and to those who fail to pay Agency reproduction fees
	a(3)(a)		Requests not appealed - Denying access to all or part of the records requested
	113		Privacy Act Administrative Files and Reports
	a		Administrative files
	b		Reports
	115		Privacy Act Amendment Case Files
	a		Requests to amend agreed to by EPA
	b		Requests to amend refused by EPA
	c		Appealed requests to amend
	116		Privacy Act Accounting of Disclosure Files
	a		Record copy
	117		Privacy Act Control Files
	a		Registers or listings
	b		Other files
	199		Information Collection Requests and Reports
	a		Information collection budget reports submitted to OMB and Congress

Agency File Code			Title
Function	No.	Item	
		b	Information collection requests submitted to OMB for approval
	313		Privacy Act Reports Files
		a(1)	Annual reports - Nonelectronic
		a(2)	Annual reports - Electronic
		b	Other reports
405			Supply Chain Management
	020		Contract Management Records - Superfund Site-Specific
		a	Contracting Officer (CO)
		b	Contract-level Contracting Officer's Representative (COR)
		c	Work Assignment Contracting Officer's Representative (COR)
	036		Routine Procurement Files
		a(1)(a)	Procurement organization copy exceeding \$3,000, dated on or after July 3, 1995
		a(1)(b)	Procurement organization copy at or below \$3,000, dated on or after July 3, 1995
		a(2)(a)	Procurement organization copy exceeding \$2,000, dated earlier than July 3, 1995
		a(2)(b)	Procurement organization copy under \$2,000, dated earlier than July 3, 1995
		b	Obligation copy held by Finance offices
		c	Other copies of records described above used by component elements of a procurement office for administrative purposes
		d	Data submitted to the Federal Procurement Data System (FPDS)
	055		Contracts Management Systems
		a	Electronic software program
		c(1)	Electronic data - except Superfund site-specific
		c(3)	Electronic data - Superfund site-specific
		d(2)	System usage reports
	202		Contract Management Records
		a	Contracting Officer (CO)
		b	Contract-level Contracting Officer's Representative (COR)
		c	Other Contracting Officer's Representatives (CORs)
	275		Solicited and Unsolicited Bids and Proposals Files
		b(1)	Solicited and unsolicited unsuccessful bids and proposals - Small purchases
		b(2)(a)	Solicited and unsolicited unsuccessful bids and proposals - Large purchases when filed separately from contract case files
		b(2)(b)	Solicited and unsolicited unsuccessful bids and proposals - Large purchases when filed with contract case files
		c(1)	Canceled solicitations - Formal solicitations of offers to provide products or services that were cancelled prior to award of a contract
		c(2)	Canceled solicitations - Unopened bids
		d	Lists or card files of acceptable bidders
	290		Administrative Reports and Data Relating to Procurement Operations
		a	Reports and data used for workload purposes
		b	All other reports and data
	297		Small and Disadvantaged Business Utilization
		a	Record copy
	656		Board of Contract Appeals Cases
		a	Record copy
	657		GAO Contract Bid Protest Cases
		a	Record copy
	679		Bid Protest Appeals
		a	Record copy
	702		Suspension and Debarment Files

Agency File Code			Title
Function	No.	Item	
405-143		a	Record copy
			Goods Acquisition
	042		Purchase Card System
		a	Electronic software program
		b	Input
		c	Electronic data - except Superfund site-specific
		d	Electronic data - Superfund site-specific
		f	Supporting documentation
	121		Transportation and Freight
		a	Original vouchers and support documents - Commercial freight charges of settled fiscal accounts
		b	Other payment records - Commercial freight charges for services
		c	Issuing office copies
		d	Lost or damaged shipments files
		e	General transportation files
		f	Accountability records
405-146			Services Acquisition
	037		Federal Employee Transportation Subsidy Records
		a	Record copy
	535		Public Printer Files
		a	Printing procurement unit copy of requisition, invoice, specifications, and related papers
		b	Accounting copy of requisition
	653		Messenger Service Files
		a	Record copy
	654		Post Office and Private Mail Company Records
		a	Records relating to incoming or outgoing mail
		b	Applications
		c	Reports
	655		Mail and Delivery Service Control Files
		a	Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service
		b	Statistical reports of postage used on outgoing mail and fees paid for private deliveries
		c	Requisition for stamps
		d	Statistical reports and data relating to handling of mail and volume of work performed
		e	Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the Agency by mail
		f	Records of and receipts for mail and packages received through the Official Mail and Messenger Service
		g	General files
		h	Locator cards, directories, indexes, and other records relating to mail delivery to individuals
	661		Printing Project Files
		a	Files pertaining to the accomplishment of the printing job
		b	Files pertaining to planning and other technical matters
	662		Printing Control Files
		a	Record copy